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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DCI/Comptroller
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	258.8	265.7	11.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

258.8	265.7	11.0
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II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards	40.7	42.6	1.9
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

40.7	42.6	1.9
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QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"			
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	158	x188 100	58
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

STAT

Sig

Date:

4 December 1986

FORM
9-85

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DCI/OLL (Now OCA)
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	380	363	-17
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	154	148	- 6
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

534	511	
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II. CARD-SIZE FILES:

a.	3x5 Cards	9	9	0
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

9	9	
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QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"			
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm— 16mm Reels			
b.	Microfilm— 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

19 Dec 1986

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DCI/IG
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	137	138	+1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	55	56	+1
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.		0	
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		192	194	+2

II. CARD-SIZE FILES:

a.	3x5 Cards	40	42	+2
b.	5x8 Cards	1	1	0
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		41	43	+2

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	11	97	+86
h.	Magnetic Diskettes 8"	3	34	+31
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments: With the acquisition of additional Wang Personal Computers, this office has become more automated, hence we have more magnetic diskettes.

STAT **Signature****Date:**

2 December 1986

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986**TO:**
OIS/IRMD**FROM:** (Directorate and Office)

DCI/OGC

ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	922	619	
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	3350	3286	
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		4272	3905	

II. CARD-SIZE FILES:

a.	3x5 Cards	58	58	
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	81	51	
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		139	109	

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs	7	8	
e.	Word Processing Magnetic Tapes	72	72	
f.	Word Processing Magnetic Cards	1080	1080	
g.	Magnetic Diskettes 5 1/4"	0	0	
h.	Magnetic Diskettes 8"	215	620	
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

II.f Retire a portion to RC.

III.h Archived documents so they may be retrieved to Wang Alliance.

I.a Material has been retired and microfiched.

Signature of Component

Date:

10 December 1986

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AGENCY RECORDS CENTER ANNUAL REPORT			
INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.		2. DEPARTMENT OR AGENCY	
		3. LOCATION OF RECORDS CENTER (Street, city, and State)	
4. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET	9. Average number of personnel employed by the center during the fiscal year	NUMBER
5. Volume of records accessioned during the fiscal year	CUBIC FEET	10. Average amount of space occupied by the center during the fiscal year	SQUARE FEET
6. Volume of records disposed of during the fiscal year	CUBIC FEET	11. Number of 4- and 5-drawer units of steel filing equipment utilized at the end of the fiscal year	NUMBER
7. Volume of records transferred from the center during the fiscal year	CUBIC FEET	12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year	NUMBER
8. Volume of records on hand at the end of the fiscal year	CUBIC FEET	13. Total number of reference services provided during the fiscal year *	NUMBER
NAME OF PERSON WITH WHOM TO CONFER			TELEPHONE NO.
TITLE	SIGNATURE		DATE

NOTE: Nonrecord material is to be included in the volume totals.

*Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DCI/IG/Audit
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	213	240	
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	72	80	
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

285	320	
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II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES**QUANTITY OF EACH**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs	3	4	
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	80	125	
h.	Magnetic Diskettes 8"	180	150	
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

1 Dec 86

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